
Bourbonnais Fire Protection District

Board of Trustees Meeting

Tuesday, February 28, 2023

1080 Armour Road – Station #1

1. **Call to Order:** The Regular Meeting of the BFPD Board of Trustees was called to order by President Myers at 4:01 p.m.
2. **Roll Call:** President, Randy Myers; Treasurer, Bill Hemm; Secretary, Alice Argyelan; Chief, Jim Keener; Battalion Chief, Ken Gebhardt; Battalion Chief Eric Mifflin, and Attorney, John Motylinski.
3. **Public Comment:** President Myers mentioned the need to plan for future meetings of interest to the gentle public and the ability to make space and add chairs to accommodate all parties of interest. Secretary Argyelan thanked Chief Keener and Ken Gebhardt for their efforts in Life Safety information and installation of many Knox boxes throughout Arbor Grove Subdivision.
4. **Approval of Minutes:**
a/b/c: A motion was made by Treasurer Hemm, seconded by President Myers at 4:04 p.m. to approve the Regular Meeting Minutes from January 24, 2023, and Special Session Minutes from January 10, 2023, and February 7, 2023. Motion carried by unanimous voice vote.
5. **Secretary's Report:** Secretary Argyelan noted Senior Trustee Grzelak's term expires May, of 2023. President Myers stated his does as well. Attorney Motylinski will prepare the reappointment documents. Secretary Argyelan also reminded all Trustees to please make sure they have an OMA and FOIA training certification on file with the district.
6. **Treasurer's Report:** Treasurer Hemm reported the following account balances: Peoples Bank \$552,983.30 and Illinois Funds \$76,635.72 for a total of \$629,619.02.
7. **Bills for Approval:** Following short discussion, a motion was made by Treasurer Hemm, seconded by Secretary Argyelan at 4:07 p.m. to approve the bills for payment in the amount of \$268,938.23.
8. **Attorney's Report:** Attorney Motylinski presented three items of interest including:
 - i. Pension Consolidation was upheld at the appellate court level. It is yet to be seen if the Illinois Supreme Court takes the case.
 - ii. Paid Leave Legislation has been passed requiring 40 hours of paid leave for full time employees, prorated for part time employees. Short discussion ensued. It is widely thought there will be additional amendments to this legislation in the future.
 - iii. Efficiency Committee upcoming timeline will be: April - Board will name two members of the public to place on the committee. May - Pass an ordinance forming this new committee.

EMS Act Revision was briefly discussed with the potential to require EMS personnel to wear body cameras.
9. **Reports:**
 - a. Chief's Report: Chief Keener provided the Board with a written report listing myriad activities and initiatives taking place over the past month and gave a brief update on the following: Increase in call volume so far this calendar year,

recent arson situation and investigation which quickly turned up a person of interest charged due to new technology and work of Sheriff's department. Chief Keener thanked B/C Mifflin and Gebhardt for their assistance in a recent Boy Scouts event within the Village.

- b. Battalion Chief Report: B/C Gebhardt gave an update on several vehicle maintenance status and those going out of and back into service. Bunk room construction is basically done, with finer points including furnishings and other enhancements to improve quality of life for our fine district members. Plans are underway to take the old weight room and make it into a new locker room. B/C will work with the Building and Grounds Committee for completion of this project. B/C Gebhardt also reported he completed his Inspector 1 class in order to qualify to perform school life-safety inspections. B/C Mifflin thanked the Board for allowing him the opportunity to serve a light-duty status during his recuperation. Several projects have been completed around the station, including EMS Room, and developing a new training platform.
- c. Andres Billing Report: Chief Keener reviewed the information. Short discussion ensued concerning questions on GEMT amount for November and it's potential amount being related to a recent transition as Andres was purchased by another agency. An RFP may be submitted for ambulance billing if reporting does not return to normal.
- d. Committee Reports:
 - i.-1-2: Recognition: Birthdays and Work Anniversaries. List of Birthdays and Anniversaries were reviewed.
 - ii. Lexipol
 - 1. First Reading of Lexipol Policies: Discussion of policies presented resulted in a motion by President Myers, seconded by Treasurer Hemm at 4:46 p.m. to accept first reading of policies 217, 402, and 1069, removing policy 1068 from further consideration. Motion carried by unanimous voice vote.
 - 2. Second Reading: A motion was made by President Myers, seconded by Treasurer Hemm at 4:46 p.m. to adopt policy #1069 – Temporary Modified Duty Assignments. Motion carried by unanimous voice vote.

10. Old Business:

- i. Discuss/Approve Comcast Proposal: Written proposal from Comcast to provide internet/phone for Station 1 for two years was discussed. A motion was made by President Myers, seconded by Treasurer Hemm at 4:55 p.m. to approve Chief Keener or B/C Gebhardt to enter into an agreement with Comcast once monthly cost is confirmed. Motion carried by unanimous voice vote.

11. New Business:

- a. Discuss/Approve Surplus of items including laptops, computer monitor, and Sanitaire commercial vacuum cleaner. A motion was made by Treasurer Hemm, seconded by President Myers to approve items noted as surplus. Motion carried by unanimous voice vote.
- b. Discuss/Approve iPad purchase for Trustee District Business: The iPads will be strictly for District business only. Treasurer Hemm questioned need for an additional policy to ensure everyone issued an iPad knows their responsibilities. Several vendors were suggested by attendees. A motion was made by President Myers, seconded by Treasurer Hemm at 5:05 p.m. authorizing Chief Keener to purchase iPads to include a hard case. Motion carried by unanimous voice vote.

- c. Discuss/Approve Wage for BFPD Chief: Moved to Closed Session.
 - d. Discuss/Approve WGFA Proposal: No action taken at this time.
 - e. Discuss/Approve Auditor RFP: Following short discussion, a motion was made by Secretary Argyelan, seconded by Treasurer Hemm at 5:11 p.m. to initiate an RFP for auditor service. Motion carried by unanimous voice vote.
 - f. Discuss/Approve Insurance RFP: Attorney Motylinski is working with Chief Keener on RFP documentation to be submitted for insurance quotes.
 - g. Discuss/Approve Replacement of Station Camera System: Following brief discussion, a motion was made by President Myers, seconded by Secretary Argyelan at 5:17 p.m. to approve the purchase of a new security camera system for Station 1. Motion carried by unanimous voice vote.
 - h. Discuss/Approve IAFPD Foundation Golf Outing: Chief Keener brought this upcoming event to everyone's attention with the recommendation BFPD participate in some way, possibly becoming a sponsor and placing a foursome in the outing to take place at Oak Springs Golf Course. Event details and costs are yet to be received. This will be brought back to a future meeting.
12. **Closed Session:** A motion was made by President Myers, seconded by Treasurer Hemm at 5:20 p.m. to move to closed session to discuss Any Personnel Issues regarding Specific Employee/s ((5ILCS120/(c))). Motion carried by unanimous roll-call vote.

Return to open session: Bourbonnais Fire Protection District Board of Trustees returned to open session at 5:39 p.m.

Item 11.c.: Discuss/Approve wage for BFPD Chief: A motion was made by Treasurer Hemm, seconded by Trustee Argyelan at 5:39 p.m. to approve a wage increase for Chief James Keener at 4% to be effective March 1, 2023. Motion carried by unanimous voice vote.

Adjourn

A motion was made by President Myers, seconded by Treasurer Hemm at 5:40 p.m. to adjourn the Regular Meeting of the BFPD Board of Trustees. Motion carried by unanimous voice vote.

Alice E. Argyelan, Secretary

Randy Myers, President